

Part 101 Approved For Release 2001/08/21 : CIA-RDP78-04718A001900150010-6

No Change in Class. ☒ **SECRET**

☐ Declassified

Class. Changed to: TS S C **89**

Next Review Date: _____

Auth: HM 70-3

Date: **1-2-79** By: **35**

SECRET

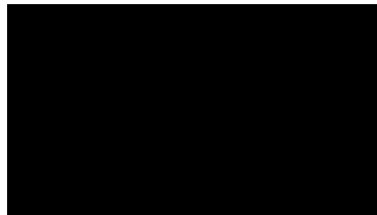
50-2080

Accounting
X-Per. 11

MEMORANDUM FOR: Comptroller

SUBJECT: Temporary Advance of Funds or Deduction from Amounts Due to Cover Insurance Premiums for Employees in Emergency Areas.

1. The following named personnel who normally pay their insurance premiums by check or cash are in emergency areas where communications difficulties may make it impossible for them to make such payments promptly:



2. You are authorized to take the necessary steps to ensure that the premiums on the various types of insurance handled through Agency facilities are paid on behalf of these individuals by either deducting appropriate amounts from that portion of their compensation paid at Headquarters or by a temporary advance.

3. These payments are to continue only for such period as the emergency continues or until steps can be taken to arrange for a periodic payroll deduction.

4. It is requested that this matter be coordinated with the Director of Personnel to ensure that the insurance policies do not lapse and that steps are taken to "sell" the employees on the necessity of providing for payroll deductions to avoid similar occurrences.

L. K. WHITE

Deputy Director (Support)

SSA-DD/S:GM/ms (15 Nov. 56)

Distribution:

- Original & 1 - Addressee
- 1 - Director of Communications
- 1 - Director of Personnel
- 1 - Chief, NEA/ADMIN

Approved For Release 2001/08/21 : CIA-RDP78-04718A001900150010-6

1 - SSA-DD/S

SECRET

25X1A9a